

**CITY OF NEW ORLEANS**  
**Mitchell J. Landrieu, Mayor**

**Office of Community Development**  
Ellen M. Lee, Director

**Notice of Funding Availability**

**APPLICATION**  
for the

**Affordable Housing**  
**Development Loan Fund**

**CITY OF NEW ORLEANS**  
**OFFICE OF COMMUNITY DEVELOPMENT**  
**1340 Poydras Street, 10<sup>th</sup> Floor**  
**New Orleans, Louisiana 70112**

**February 5, 2016**

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**GENERAL INSTRUCTIONS**

**Program Description:** Please refer to the General Information Packet for a description of the Affordable Housing Development Loan Fund. Applicants will be competitively selected for funding under a process using the selection criteria that is described in the NOFA.

**Submission Requirements:** All applications must submit an original application, completed with the required attachments and two additional hard copies must be submitted to:

**Office of Community Development, 1340 Poydras Street - 10th Floor, New Orleans, LA 70112**  
not later than 3:00 pm CT on Friday, February 26, 2016. An electronic copy (including all attachments) in pdf file format is also required to be submitted to [dmpearson@nola.gov](mailto:dmpearson@nola.gov) and [jnthomas@nola.gov](mailto:jnthomas@nola.gov) not later than 3:00 pm CT on Friday, February 26, 2016. Please use “**Affordable Housing Development Loan Fund**” NOFA APPLICATION – *Your Agency’s Name*” as the subject line in the e-mail submission. Applications will not be accepted in any other format. Any applications submitted after this date and time will not be considered. Any questions should be addressed to the Planning & Resource Development Unit: (504) 658-4347 or (504) 658-4399.

**INCLUDE THE PAGE IMMEDIATELY FOLLOWING THIS GENERAL INSTRUCTION SHEET AS THE COVER PAGE FOR YOUR APPLICATION.**

# OFFICE OF COMMUNITY DEVELOPMENT

## Affordable Housing Development Loan Fund

\_\_\_\_\_  
Application Number (assigned by OCD)

### Applicant Identification and Certification

**ORGANIZATION NAME:** \_\_\_\_\_

**OFFICIAL MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**EMPLOYER IDENTIFICATION NUMBER:** \_\_\_\_\_

**PERSON(S) TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:**

	Contact 1	Contact 2
Name		
Title		
Phone		
FAX		
Email		

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### **CERTIFICATION:**

To the best of my knowledge and belief, all of the information provided in this application is true and correct:

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

# APPLICATION CHECKLIST

## Affordable Housing Development Loan Fund

Please utilize this form to insure that you have responded to all of the required information in the NOFA Application

### Exhibits

- |           |   |       |
|-----------|---|-------|
| Exhibit 1 | Organizational Capacity   | _____ |
|           | <ul style="list-style-type: none"><li>• Most recent financial statements</li><li>• Most recent financial audit</li><li>• Organizational Chart</li></ul> |       |
| Exhibit 2 | Relevant Experience   | _____ |
|           | <ul style="list-style-type: none"><li>• Resumes/biographies of key staff</li></ul>  |       |
| Exhibit 3 | Methodology   | _____ |
|           | <ul style="list-style-type: none"><li>• Timeline</li><li>• Fee structure</li></ul>  |       |

## **EXHIBIT 1 - ORGANIZATIONAL CAPACITY (2 pages maximum not including attachments)**

- Applicant must demonstrate a successful history of investment in affordable housing development.
- Applicant must demonstrate extensive experience in financing affordable housing developments in the City of New Orleans post Hurricane Katrina (2005). Provide a description of the projects and the role of the applicant in the development and financing of the project.
- Applicant must demonstrate evidence of long-term stability of its organization. Provide the most recent quarterly financial statements and annual audit.
- Applicant must demonstrate a strong financial capacity to implement the Loan Fund in a timely manner including the ability to leverage public resources.

## **EXHIBIT 2 - RELEVANT EXPERIENCE (3 pages maximum not including attachments)**

- Applicant must demonstrate specific expertise of staff members responsible for development and administration of the Loan Fund. Provide resumes and/or biographies of key staff with relevant experience included.
- Applicants must demonstrate knowledge of the HOME Investment Partnership Program requirements. Provide specific examples of underwriting and/or financing successful developments involving the HOME program.
- Applicants must demonstrate experience in evaluating/underwriting complex affordable housing developments including those with multiple financing mechanisms. Provide examples of specific developments.
- Applicants must demonstrate experience working successfully with public sector agencies at the local, state, and/or federal level in designing and implementing affordable housing development programs.

## **EXHIBIT 3 – METHODOLOGY (3 pages maximum not including attachments)**

- Applicant must describe the process workflow and timeline that it will use to develop and implement the Loan Fund including but not limited to loan origination, underwriting, approval, closing, servicing, monitoring, and reporting.
- Applicant must include a detailed fee structure for project delivery of the Loan Program including but not limited to costs for activities identified in the workflow. Applicants must also include a detailed fee structure for appropriate related costs such as legal fees.
- Applicant must describe steps it will take to problem solve for challenges arising for individual loans and/or the Loan Fund initiative as a whole.